

Matthews, Julie

From: Chu, Ed
Sent: Tuesday, June 24, 2014 4:48 PM
Cc: Wells, Mike; Allamano, Jonell
Subject: Third Quarter Records Management Day will be June 25, 2014

Importance: High

This message is sent to all Region 10 employees.

Dear Region 10 Colleagues,

June 25 is the Agency's Quarterly Records Management Day. I invite you to join the Deputy Administrator (see memo below) and the Region 10 leadership team to set aside time to manage your records.

Every person who works for the Agency is responsible for the Agency records. If you create a document, enter information into a database, file a document in a folder, answer an inquiry from the public, respond to a FOIA request, or do anything else that documents your activities for EPA, you are a records custodian. You are responsible for ensuring the safety, timely availability, and proper retention and/or transfer of information in your custody. Specifically, all EPA employees are responsible for:

- Creating and managing the records necessary to document the Agency's official activities and actions, including those records generated by EPA contractors and grantees, in accordance with EPA recordkeeping requirements.
- Destroying records only in accordance with approved records schedules and never removing records from EPA without authorization.
- Filing records for safe storage and efficient retrieval and maintaining personal papers and non-record materials separately from official EPA records.

Each staff member will face the task of deciding which of their records should be retained, which should be retired, and which should be recycled. Keep the following guidelines in mind when reviewing your office records:

- Retain only those records required to conduct current Agency business.
- Retire all inactive records that are eligible as indicated in the applicable records schedule.
- Recycle all records that have exceeded their retention period as indicated in the applicable records schedule.
- Recycle any personal papers, technical reference materials and other non-records items that are no longer needed.

Please contact Mike Wells, Records Liaison Officer at 3-4252 for assistance.

Edward H. Chu
Assistant Regional Administrator
Environmental Protection Agency
Pacific Northwest and Alaska Region

From: Mass Mailer [mailto:Mass_Mailer@epa.gov]

Sent: Wednesday, June 18, 2014 7:33 AM

To: All Users of EPA Email

Subject: Message from the Deputy Administrator: Third Quarter Records Management Day will be June 25, 2014

Importance: High



MEMORANDUM

FROM: Bob Perciasepe

TO: All EPA Employees

SUBJECT: Third Quarter Records Management Day will be June 25, 2014

One week from today, on Wednesday, June 25, 2014, EPA will hold its third Quarterly Records Management Day. Please mark your calendars and plan to set aside a few hours to manage your records. The focus of this Quarterly Records Management Day is managing our paper records. As space consolidation efforts occur throughout the agency, we must ensure that our paper records are managed appropriately. June 25th will be a day devoted to clean up and organize paper records.

In addition, you should continue to use the EZ Email Records tool to save your email records from Lotus Notes, Outlook, and the Outlook Web Application (OWA). Saving your email records electronically reduces the agency's use of paper, one of the priority actions from EPA's GreenSpark Sustainability Challenge (<http://intranet.epa.gov/greenspark/challenge/index.html>).

Records management is a responsibility we all share. It allows us to do our jobs in a more efficient and effective manner. Records management is also a vital part of EPA's commitment to transparency and openness, which is a pledge that we all are obligated to take seriously. Please use June 25th as an opportunity to focus on this important requirement.

For more information about the third Quarterly Records Management Day – including information on how to organize paper records – please see: <http://intranet.epa.gov/records/cleanup.pdf>.

If you have any question about records, please contact your Records Liaison Officer (RLO). A list of RLOs is available at http://intranet.epa.gov/records/contact_us.html.

For more information about the National Records Management Program, please visit: <http://intranet.epa.gov/records/>.